

Project Modification Request

The screenshot shows the Egrants system interface for the Indiana Criminal Justice Institute. The browser address bar displays <https://egrantsqa.cji.in.gov/Base/ProjectManagement/SearchE>. The page header includes the Egrants logo and the Indiana Criminal Justice Institute logo. A system message in the top right corner states: "System will time out at: 02:54:34 PM. Remaining time: 29:56".

Below the header, a navigation bar contains links: [Main Menu](#), [User Management](#), [Funding Announcement](#), [Project Management](#), [Work Manager](#), and [Internal Menu](#). A secondary navigation bar includes links: [Project](#), [Monitoring](#), [Audit](#), [Fiscal Details](#), and [Reporting Requirements](#).

The main content area displays the following information:

- Grant ID: 1304
- Status: Open - Awarded
- Project Title: 2013 Southport JAG
- Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

Below this information is a section titled "PROJECT SUMMARY" with four links and their descriptions:

- [CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
- [CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
- [CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
- [CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Below the summary is a section titled "Select the document link to access the details (i.e. Budget, Main Summary, Contract report...)." with a table:

Phase	Documents	Start - End Dates	Status
1304 :	Create Project Modification Request (PMR)	1/1/2013 - 12/31/2013	Open - Awarded

The "Create Project Modification Request (PMR)" button is highlighted with a red circle. Below the table is a button labeled "View Issues/Comments".

At the bottom of the page, there is a footer with the following text:

Please send technical comments and problems to [CJII EGRANTS Support \(QA\)](#).
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The bottom of the page features a "System Debug Information Display" section with three tabs: "HttpRuntime.UnloadAppDomain()", "Current User Information", and "Database Server Information". The "Current User Information" tab is selected, showing the name "Ms. Beth Hampshire". The "Database Server Information" tab shows the database "ICJIEGrants".

Click Create Project Modification Request (PMR) button

https://egrantsqa.cji.in.gov/Base/ProjectManagement/Project/ State of Indiana [US] eGrants

Create Project Modification Request (PMR) Confirmation

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to complete. Once all section statuses are marked complete, click the Submit Modification button to transmit your project modification request to ICJI for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and, if necessary, your signed modification request is received by ICJI. Additionally, modification requests must be submitted through Egrants and received by ICJI at least 30 days prior to the end of the project. Your Program Manager will contact you with additional information and next steps regarding your modification request.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press Continue to create the PMR
Press Cancel to Abort

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Click Continue to begin the PMR.

https://egrantsqa.cji.in.gov/Base/Common/ThreadProcessV Identified by USERTrust eGrants

System will time out at: 02:57:04 PM. Remaining time: 29:57

Egrants

Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	4	10/10/2012 2:26:56 PM
Activity Areas	In Process	0	10/10/2012 2:26:56 PM
Budget Detail	In Process	6	10/10/2012 2:26:56 PM
Performance Indicators	In Process	0	10/10/2012 2:26:56 PM

The sections listed above are those that can be modified.

Each section's status must be changed to Complete before the PMR can be submitted.

System will time out at: 02:58:27 PM. Remaining time: 29:53

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

MODIFICATION DETAILS

Section Point Value: 4
Completion Status: In Process
Subgrant ID: 2011-JAG-01
Applicant Agency: [Indiana Criminal Justice Institute](#)
FID #: 00-0000000
Recipient Agency: [Indiana Criminal Justice Institute](#)
Project Director: Ms. Beth Hampshire
Financial Officer: Ms. Terrie D. Grantham
Primary Contact: Ms. Beth Hampshire
Additional Contacts (0-ICJI)
Program Staff Contact: [Ms. Beth Hampshire](#)
Fiscal Contact: [Ms. Beth Hampshire](#)

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire
Created Date: 10/10/2012 2:26:56 PM
Last Update Date: 10/10/2012 2:26:56 PM

[Change Applicant](#)
[Add Recipient](#)

Listing of Signatories
[Add New Signatory](#)

Name	Title
Lieutenant Robert Allen Cole	Administrator

Phase: Initial
Submitted By: *
Application Award Date: 9/24/2012
Project Start Date: * 1/1/2013
Commission Meeting:
Resubmitted Date:

Submitted Date: *
Modification Award Amount:
Project End Date: *
Signature Page Received Date:
Returned Date:

Justification of Requested Modification: *

[Save](#) [Save And Continue Editing](#) [Delete](#) [Back](#)

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In the Main Summary Section the following changes can be made.

- Project and Financial Contact Information
- Project End Date

In the Submitted By drop down menu select the person who is submitted the PMR.

Each time a PMR is submitted the subgrantee must include the End Date whether it has been changed or not.

A justification for any requested change must be included in the Main Summary section in the Justification for Requested Modification text box.

When finish with the section change the Completion Status to Complete and Save.

System will time out at: 03:00:05 PM. Remaining time: 29:57

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

ACTIVITY SELECTION

Section Point Value: 0
Completion Status: In Process

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire

Created Date: 10/10/2012 2:26:56 PM
Last Update Date: 10/10/2012 2:26:56 PM

Select all activities that you will be providing with funds from this grant if awarded.
The information icon next to each activity will show the questions that will be asked on the periodic program reports, if this grant is awarded.

- ☐ JAG: All Initiatives: Other
- ☐ JAG: Corrections and Community Corrections Programs: Re-entry and sentencing policy reform
- ☐ JAG: Law Enforcement Programs: Multi-jurisdictional Task Forces/Interdiction Team
- ☐ JAG: Planning, Evaluation and Technology Programs: Juvenile detention alternatives to incarceration
- ☐ JAG: Planning, Evaluation and Technology Programs: Reduce DNA forensic casework backlogs
- ☐ JAG: Planning, Evaluation and Technology Programs: State-wide criminal justice information sharing
- ☐ JAG: Prosecution and Court Programs: Indigent defense
- ☐ JAG: Prosecution and Court Programs: Problem solving court
- ☒ JAG: Prosecution and Court Programs: Prosecution

[Save](#) [Save And Continue Editing](#) [Back](#)

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The Activity Area Selection section will allow you to select addition or change the original activity area selected.

You will be advised by your Grant Manager if any changes need to be made to this section.

Change the Completion Status to Complete and Save.

https://egrantsqa.cjii.in.gov/Base/ProjectManagement/Modify... State of Indiana [US] eGrants

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Grant ID: 1304
 Status: Open - Draft

Project Title: 2013 Southport JAG
 Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

BUDGET DETAILS

Section Point Value: 6
 Completion Status:

Created By: Ms. Beth Hampshire
 Last Update By: Ms. Beth Hampshire

Created Date: 10/10/2012 2:26:56 PM
 Last Update Date: 10/10/2012 2:26:56 PM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00
Consultants	50,125.00	50,125.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00
Total: Σ	50,125.00	50,125.00	0.00

Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	50,125.00	50,125.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	50,125.00	50,125.00

[Budget Setup](#) | [Save](#) | [Save And Continue Editing](#) | [Back](#)

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The Budget Detail section allows you to make any necessary changes to your budget.

- In this section you can make the following changes:
- Request additional funds
- Request to move funds between line items in the same budget category.
- Request to add a new line item to a budget category.
- Request funds to be moved between budget categories.

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1304 Project Title: 2013 Southport JAG
 Status: Open - Draft Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

CONSULTANTS - CONSULTANT BUDGET LINE ITEMS

Created By: Ms. Beth Hampshire Created Date: 10/10/2012 12:11:13 PM
 Last Update By: Ms. Beth Hampshire Last Update Date: 10/10/2012 2:26:56 PM

	Current	New
Name / Position: *	Researchers	Researchers
Service Provided: *	Data Analysis	Data Analysis

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	50,125.00 12 month contract	50,125.00	50,125.00 12 month contract	50,125.00
Total Cost:		50,125.00	Total Cost Σ	50,125.00

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To make changes to an existing line item click the link to open the line item.

Make the necessary changes in the column labeled New.

Edit the computation and the Cost for any item will have fund added for subtracted.

Once changes have been made click Save.

https://egrantsqa.cjti.in.gov/Base/ProjectManagement/Modification State of Indiana [US] eGrants

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System will time out at: 03:54:13 PM. Remaining time: 29:52

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

PERSONNEL

[Add New Line](#)

Position	Name	Year 1 Cost		Total
		Current	New	
Total:		0.00	0.00	0.00

[Back](#)

Click Add New Line if a line item needs to be added that doesn't already exist in the budget.

https://egrantsqa.cjti.in.gov/Base/ProjectManagement/Modification State of Indiana [US] eGrants

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System will time out at: 03:55:30 PM. Remaining time: 29:55

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

PERSONNEL BUDGET LINE ITEMS

Created By: Created Date:
Last Update By: Last Update Date:

	Current	New
Position: *		
Name:		

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	--	--		0.00
Total Cost:		0.00	Total Cost Σ:	0.00

[Save](#) [Save And Add Another](#) [Delete](#) [Back](#)

Make the necessary changes in the column labeled New.

Add the computation and the Cost for any item will have fund added or subtracted.

Once changes have been made click Save.

https://egrantsqa.cjil.in.gov/Base/ProjectManagement/Modi... Identified by USERTrust eGrants

System will time out at: 04:00:30 PM. Remaining time: 29:52

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

BUDGET DETAILS

Section Point Value: 6
Completion Status:

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire

Created Date: 10/10/2012 2:26:56 PM
Last Update Date: 10/10/2012 3:29:45 PM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	10,000.00	10,000.00
Consultants	50,125.00	40,125.00	(10,000.00)
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00
Total: Σ	50,125.00	50,125.00	0.00

Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	50,125.00	50,125.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	50,125.00	50,125.00

[Budget Setup](#) [Save](#) [Save And Continue Editing](#) [Back](#)

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If additional funds are being requested or subtracted from the budget those funds must be included in the Source section of the Budget Detail.

Select the Source by clicking the appropriate blue link.

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

BUDGET FUNDING SOURCE DETAILS

Source	Year 1 Cost	
	Current	New
Federal	50,125.00	50,125.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	50,125.00	50,125.00

[Save](#) [Back](#)

Make the necessary changes in the column labeled New.

Once changes have been made click Save.

https://egrantsqa.cjil.in.gov/Base/ProjectManagement/Modification.aspx?State=Indiana [US] eGrants

System will time out at: 04:09:35 PM. Remaining time: 29:56

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

BUDGET DETAILS

Section Point Value: 6
Completion Status: In Process

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire

Created Date: 10/10/2012 2:26:56 PM
Last Update Date: 10/10/2012 3:37:16 PM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	0.00	0.00	0.00
CF - Purchase of Services	0.00	0.00	0.00
CF - Purchase of Evidence	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00
Consultants	50,125.00	20,000.00	(30,125.00)
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
CF - Purchase of Specific Information	0.00	0.00	0.00
Total: Σ	50,125.00	20,000.00	(30,125.00)

Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	50,125.00	20,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	50,125.00	20,000.00

[Budget Setup](#) | [Save](#) | [Save And Continue Editing](#) | [Back](#)

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When all the appropriate changes have been made change the Completion Status to Complete and Save.

https://egrantsqa.cji.in.gov/Base/ProjectManagement/Modify... State of Indiana [US] eGrants

Egrants Indiana Criminal Justice Institute IJI

System will time out at: 04:30:03 PM. Remaining time: 29:56

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1304
Status: Open - Draft

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

PERFORMANCE INDICATORS

Section Point Value: 0
Completion Status: In Process

Created By: Ms. Beth Hampshire
Last Update By: Ms. Beth Hampshire

Created Date: 10/10/2012 2:26:56 PM
Last Update Date: 10/10/2012 2:26:56 PM

Project Phase Target

1. Established by ICJI
2. Established by Subgrantee

[View History](#) [Save](#) [Save And Continue Editing](#) [Return to Project Summary](#)

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The Performance Indicators section is not used for the JAG grants.

Changed the Completion Status to complete and Save.

https://egrantsqa.cjii.in.gov/Base/ProjectManagement/Perform State of Indiana [US] eGrants

Egrants Indiana Criminal Justice Institute

System will time out at: 04:32:21 PM. Remaining time: 29:54

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1304 Project Title: 2013 Southport JAG
Status: Open - Draft Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

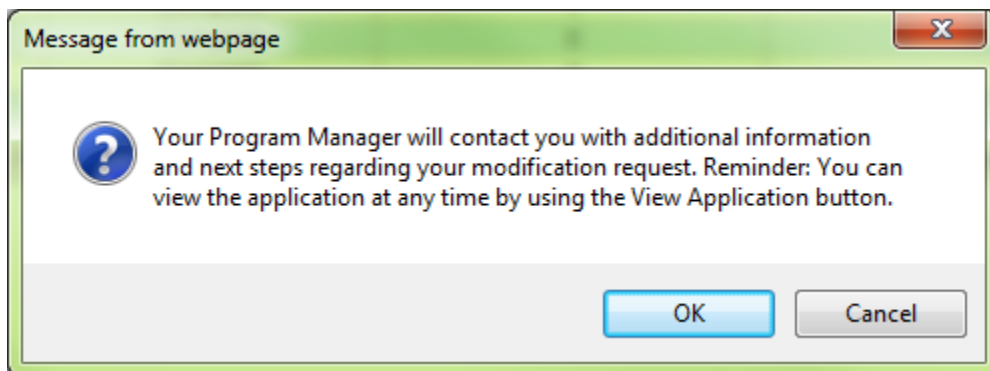
Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	4	10/10/2012 4:00:00 PM
Activity Areas	Complete	0	10/10/2012 3:56:52 PM
Budget Detail	Complete	6	10/10/2012 3:56:47 PM
Performance Indicators	Complete	0	10/10/2012 4:02:21 PM

[View Application](#) [Preview Signature Page](#) [Submit Modification](#) [Withdraw Modification](#) [View Issues/Comments](#) [Back](#)

Please send technical comments and problems to [ICJIEGRANTS_Support@QA](#)
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When the Status of each section has been changed to Complete the Submit Modification button will be available.

Click the Submit Modification button to complete the PMR.



The following message will appear.

Click Ok to proceed.

A signature is not required for Project Modification Requests submitted for JAG grants. You do NOT need to print the signature page of the PMR for signatures.

If a PMR was submitted in error it can be withdrawn.

System will time out at: 04:38:09 PM. Remaining time: 29:57

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1304
Status: Open - Received

Project Title: 2013 Southport JAG
Fund Announcement: [2013 Edward Byrne Memorial JAG Grant](#)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	4	10/10/2012 4:00:00 PM
Activity Areas	Complete	0	10/10/2012 3:56:52 PM
Budget Detail	Complete	6	10/10/2012 3:56:47 PM
Performance Indicators	Complete	0	10/10/2012 4:02:21 PM

[View Application](#) | [Preview Signature Page](#) | [Submit Modification](#) | [Withdraw Modification](#) | [View Issues/Comments](#) | [Back](#)

Please send technical comments and problems to [ICJI EGRANTS Support \(QA\)](#).
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Click the Withdraw Modification button to withdraw a PMR.

WITHDRAW MODIFICATION CONFIRMATION

You are about to request that your Modification for funding be withdrawn from consideration by ICJI.
Are you sure you want to withdraw your Modification?

[Back](#) | [Yes, Request my Modification be Withdrawn](#)

The above message will appear.

Click Back if you do NOT want to withdraw your PMR.

Click Yes, Request my Modification be Withdrawn, if you want to continue with the Modification Withdrawal.